UNITED NATIONS **ST**

Secretariat

ST/IC/1998/23
2 March 1998

INFORMATION CIRCULAR*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1998 COMPETITIVE EXAMINATION FOR EDITORIAL ASSISTANTS AND LANGUAGE REFERENCE ASSISTANTS

1. The written component of a competitive examination for Editorial Assistants and Language Reference Assistants will be held on 27 April 1998 at Headquarters in New York. The purpose of this examination is to establish rosters from which present and future vacancies for Editorial Assistants and Language Reference Assistants at the G-7 level will be filled in the Editorial Service and the Terminology and Reference Section in the Translation and Editorial Division, Department of General Assembly Affairs and Conference Services.

2. The examination is open to staff members of the Secretariat at Headquarters in the General Service and related categories, in accordance with the provisions of administrative instruction ST/AI/1998/4, entitled "Competitive examinations for the placement of General Service and related categories in particular occupational groups".

3. Staff members applying for the examination must:

(a) Have satisfactorily completed their secondary education;

(b) Have an excellent working knowledge of English and of two other official languages of the United Nations (Arabic, Chinese, French, Russian or Spanish). Knowledge of additional official languages beyond the required three, as well as of other languages, will be an asset. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of these languages by relevant documentation in their official status files. Staff members who have enrolled in the United Nations Language Training Programme must

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* Expiration date of the present information circular: 31 March 1999.

have passed the Language Proficiency Examination in these languages. Those who have not pursued language courses in the United Nations must substantiate their claim of knowledge of these languages by attaching to their applications photocopies of diplomas or certificates from a language school or a brief explanation of how they acquired knowledge of the languages claimed;

(c) Have excellent word-processing, desktop publishing and various United Nations and other database skills.

4. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the decision of the Board with respect to their application. Decisions of the Board are final.

5. The written examination will consist of two separate parts for Editorial Assistant candidates and Language Reference Assistant candidates, and two common parts for both groups of candidates, as follows:

Editorial Assistants

Part I: Preparation of United Nations documents in English and two other official languages of the United Nations to be chosen by the candidates from six documents provided in the six official languages. Candidates will be required to identify and correct elements in these documents that should be verified and researched for accuracy and adherence to United Nations editing standards prior to editing (2 hours).

Language Reference Assistants

Part I: Preparation of United Nations documents in English and two other official languages of the United Nations to be chosen by the candidates from six documents provided in the six official languages. Candidates will be required to identify and provide references to elements in these documents that should be verified and researched prior to translation (2 hours).

Editorial Assistants and Language Reference Assistants

Part II: Writing an essay of approximately two hundred and fifty words in English or French. Candidates will have a choice of two topics on a general United Nations-related subject (1 hour).

Part III: Answering questions on the structure of the United Nations system of organizations and the names of major international organizations (45 minutes).

An optional paper, for both Editorial Assistant and Language Reference Assistant candidates, to be scheduled separately, on the preparation of United Nations documents in one or more official languages of the United Nations other than the languages chosen by the candidates in part I of the examination will be offered to qualified candidates at their request (1 hour and 10 minutes per language).

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The use of dictionaries or any other reference material is not permitted during the examination.

6. On the basis of candidates' performance on the written examination, part IV and, for Editorial Assistants, part V will be administered only to those candidates who have reached a satisfactory level on the first three parts. Parts IV and V will be as follows:

Editorial Assistants and Language Reference Assistants

Part IV: Carrying out searches and retrieving information using the Optical Disk System (ODS) and the Internet (1 hour).

Editorial Assistants

Part V: Preparing electronic files to conform to specified formats for desktop publishing (1 hour and 30 minutes).

The following software will be used for each of the six official languages:

English, French and Spanish: Wordperfect 6.1 for Windows

Arabic and Russian: Wordperfect for DOS

Chinese: Microsoft Word for Windows (Beijing version)

7. On the basis of the results of both the written and the computer components of the examination, the Board will invite selected candidates to an interview four to six weeks following the completion of the computer test. The Board will then interview each candidate to assess the candidate's suitability to perform as an Editorial Assistant and/or Language Reference Assistant, including the ability to work as a member of a team, the candidate's general interests, professional experience and knowledge of the United Nations. The interview is an integral part of the examination; therefore, candidates who are invited to an interview should not assume that they will be offered an assignment.

8. Two separate rosters for Editorial Assistants and Language Reference Assistants will be established on the basis of the ranking of candidates' cumulative scores in the examination. The Board of Examiners will review the overall results of the examination and recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the rosters. All candidates will be informed in writing of the Board's final recommendation with respect to their candidature. Recommendations of the Board are not subject to appeal. The Board does not release individual scores.

9. Staff members included in the two rosters will be assigned to posts according to the required language combinations as and when vacancies occur in the Editorial Service or the Terminology and Reference Section in the Translation and Editorial Division, Department of General Assembly Affairs and Conference Services, for a trial period of two years. Staff members who are

already at the G-6 or G-7 level will be assigned at their respective level. Others at a lower level will be granted a special post allowance at the G-6 level. Staff members who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and by the Office of Human Resources Management will be promoted to the G-7 level. Staff members who do not successfully complete the trial period will be reassigned to posts at their previous level, and the special post allowance, if any, will be discontinued.

10. The main duties and responsibilities of Editorial Assistants and Language Reference Assistants are as follows:

(a) Editorial Assistants: to carry out in three official languages of the United Nations the research work needed for the editing and subsequent publication of official records of the United Nations and to prepare manuscripts for editing and desktop publishing in those languages;

(b) Language Reference Assistants: to carry out research in three official languages of the United Nations to provide support to translators to ensure accuracy, uniformity and timeliness in the translation of official United Nations documents and publications by supplying the relevant language services with reference material and terminology information.

11. Staff members applying for this examination should complete the attached form and submit it to the following office, not later than 3 April 1998:

Competitive Examination for Editorial
and Language Reference Assistants
Room 2590D
Examinations and Tests Section
Specialist Services Division
Office of Human Resources Management
United Nations Secretariat
New York, N.Y. 10017

12. An updated sample examination may be obtained from the Examinations and Tests Section, room S-2590D.

APPLICATION[1]

1998 COMPETITIVE EXAMINATION FOR EDITORIAL ASSISTANTS
AND LANGUAGE REFERENCE ASSISTANTS

INDEX NO.[2] /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office[3] _____ Duty station: _____

Room No. _____ Extension _____

I would like to be considered for the 1998 competitive examination (please check) for:

Editorial Assistants _____

Language Reference Assistants _____

Both examinations _____

Have you taken any United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s) _____

What is your main language? /_/

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A. Knowledge of other languages[4]

Language(s)	Courses taken at: United Nations language programme (Indicate highest level and date)	Other institution (name and location)

B. Indicate your ability in each of the languages mentioned above

Language	Read		Understand		Speak		Write	
	Easily	Not easily	Easily	Not easily	Fluently	Not fluently	Easily	Not easily

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C. University degree or equivalent or post-secondary educational qualifications[5]

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Degree or equivalent	Main field of study

D. Secondary school qualifications

Name of institution Place and country	Language of instruction	Attended from/to month/year	month/year	Certificate or equivalent	Main field of study

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____

Signature: _____

I have read information circular ST/IC/1998/23 and I understand that, if I am successful in the competitive examination for Editorial and Language Reference Assistants and recommended for inclusion in the roster(s), my assignment as an Editorial Assistant or Language Reference Assistant will be subject to my acceptance of the conditions of service indicated in paragraph 9 of the circular.

Date: _____

Signature: _____

Notes

[1] Staff members applying for this examination MUST COMPLETE THIS SECTION. In addition, staff members MUST ATTACH written proof of claimed secondary educational qualifications. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member FOR COMPLETION AND RESUBMISSION WITHIN THE DEADLINE FOR RECEIPT OF APPLICATIONS to Cluster VI, Operational Services Division, OHRM. In this connection, staff members are informed that extensions for receipt of applications in the Recruitment and Placement Division will NOT be granted. Therefore, staff members are advised to submit their applications in good time.

[2] Appears normally on your grounds pass, monthly salary statement and P.5 Personnel Action form. If not, please contact your Personnel Officer to obtain your number.

[3] Please indicate Department/Office, e.g., DPA, DPKO, DM, OHRM, OCS or other (specify).

[4] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 3 (b) of information circular ST/IC/1998/23.

[5] Give exact name and title in original language. Do not translate or equate.